

**Instructions for Completing  
an Abbreviated  
Kentucky Historic Resources Individual Inventory Form**

The attached form was developed for use in countywide surveys and for coding data for entry in our computer file. As you use this form to record a single building or complex, it is not necessary to fill in the segmented (\_\_\_/\_\_\_/\_\_\_) spaces, and not all numbered categories must be completed. Instructions on what to complete follow:

1. **Historical name of resource** (name of first owner or most important owner).
2. **Street address**; or if rural, indicate the road located on, how far from the road and how far to the next intersection.
3. Do Not Complete--Staff Use Only.
4. **Owner's name and address.**
5. **Your name**--indicate affiliation if you are surveying the site for an organization.
6. **Date the site was inspected** and photographed.
7. - 9. Do Not Complete
10. - 11. Fill in appropriate answers.
12. Date. Give general date under "estimated," unless actual date can be given under "documented." If documented, give source under 28 "history."
13. Estimated or known dates of major additions and remodellings.
14. **Fill in the construction material** of the original building and earliest additions, e.g., log, frame, etc.
15. **Give actual dimensions if known.** If unknown, give height in number of stories and leave width and depth blank.
16. - 18. Do Not Complete--Staff Use Only.
19. Foundation. Type should be "piers," "continuous," or "other."
20. **Primary wall material** refers to exterior wall covering, e.g., "weatherboard" under original, "asbestos siding" as replacement.

21. Leave configuration blank. Fill in covering material if known, e.g., “wood shingle,” “standing seam metal,” etc.
22. **Give condition:** excellent, good, fair, poor, ruins.
23. Do Not Complete--Staff Use Only.
24. Do not complete negative file #. Take photographs, preferably in black and white, showing all sides of the primary structure and any outbuildings. Important interior and exterior details should be photographed.
25. If important historic support resources, such as farm outbuildings, are associated with this structure, complete this section with appropriate answers. Key to site plan drawn under #26. with letters.
26. Draw a simple site plan. Complete even if #25. was not answered to show relationship of building to major roads, streams, etc.
27. Map. Please mark the location of the site on a county highway, U.S.G.S., or city planning map and attach it to the inventory form.

Optional Additional Information. Attach continuation sheet(s).

28. Plan. If the building surveyed was a house, draw a simple floor plan or an outline of its shape. Show porches and additions with dotted lines.
29. **History.** Provide a short history of this building. This should not discuss family genealogy or the previous history of the institution for which the building was constructed, but should focus on who built it, why they did so, the building's original and subsequent uses, and its original and later appearance. Copies of pages from local histories, who's who, newspaper clippings, etc., should be attached if available.
30. Write a short statement about why this building is important (or typical) in the history or architecture of your community or area; for example, “a rare survival of an once common type of log house in this area,” or “only remaining 19th century tavern in \_\_\_\_county.”